

Employee One-On-One Form



Name: _

Date:

	Status	What I need from my Manager
<u>Projects/Tasks:</u> Create a standard operating procedure manual for internal processes	Completed priority list	Discuss priority list
<u>Goals/Objectives:</u> Develop an inventory database to reduce over stocked items by 25% by Dec. 2011.	Completed initial assessment of the process and registered for an excel class	Signature on Tuition Remission Form.
Develop an Opinio survey to measure customer service satisfaction by Dec. 2011	Created first draft of questions	Review questions and provide feedback
Receive a cumulative score of 4.2 on a 5 pt. scale on all post training evaluations by Dec. 31, 2011.	Teaching courses and monitoring my post training evaluations	N/A
Develop online required training modules to increase compliance by 30% by Dec. 31, 2011.	Building first course in Dreamweaver.	Review upon completion
<u>Concerns/Issues:</u>		